

## **STATEMENT OF WORK**

### **1.1. Overview**

The existing tile surface is in bad technical condition. Surface is cracked and water leaks into the slope concrete that is permanently wet. Existing slope is not sufficient therefore it must be remade. It will require additional new drain.

### **1.2. Scope of work and Deliverables**

Contractor shall install new properly sloped and drained tile surface on the balcony.

It includes:

- 1) Remove existing balcony tiles, sloped concrete and waterproofing membrane. Floor area is approximately 37m<sup>2</sup>.
- 2) Remove construction material up to balcony structure/subfloor and ceramic plinth from adjacent wall
- 3) Remove existing drain
- 4) Clean the surface of the balcony and prepare it for installation of new surface layers.
- 5) Install new sloped concrete from material with short drying time. Required slope is 1.5% - 2%. The area of the balcony will be divided into 2 same parts as it seen in the attached sketch. It will require to install a new drain.
- 6) Install a special waterproofing membrane that allows to be laid down on wet concrete. The waterproof membrane must be turn up on the wall min.80 mm, on doorsill min.80 mm and on the ballustrade up to the bottom horizontal level of the balustrade min. 30 mm.
- 7) Install separation layer that allows to put tiles on the waterproofing membrane
- 8) Install new ceramic floor tiles and plinth on the walls using special mortar/glue.
- 9) Make movement zones in sloped concrete and also in the tiles surface. The size of movement zones must be done in accordance with recommendation of material's manufacturer.
- 10) Install moving joints between plinth and floor tiles.
- 11) Install new doorsill at the entrance door. Height of the doorsill must be 150 mm from the tiles. The doorsill must be wooden made and covered with at least 3 layers of transparent outdoor varnish.
- 12) Shorten entrance door to match the height of the doorsill. Install new flashing on the bottom part of the door. Cover the flashing with basic coat of color and two layers of white coating for external use.
- 13) Make opening through the balcony's floor and wall for a new drain.
- 14) Install two (2) new drains in the lowest parts of the balcony including extension joints and connection to the new sloped floor in accordance with their manufacturer instructions.
- 15) Connect a new drains to the existing rise gutter and a new rise gutter.
- 16) Delivery and install new rise gutter that will end on the ground level beside the house.
- 17) The new rise gutter including connection to the drain system on balcony must be made from copper with the same diameter as it is at the connection to the drain.
- 18) Repair/install and paint all damaged/missing plaster on the wall adjacent to the balcony and on the ballustrades.

- 19) Floor tiles must be for external use, ceramic made, frost resistant with nonslip surface. Size approx. 25x25 cm. Light gray color. Exact size and color shade will be approved by client.
- 20) Access for workers and transport of material on the balcony is not allowed through the house. Contractor has access on the balcony over the balustrade only.
- 21) Contractor must build safe temporary access from ground level on the balcony.
- 22) Move down concrete flower pots from balcony on the ground floor beside the house.
- 23) Remove and dispose all construction material.
- 24) Final fixing, patching, painting and cleaning of any damaged surfaces and areas.
- 25) Waste disposal.
- 26) Putting affected areas to their origin condition
- 27) Drawings:
  - Balcony layout with calculation of slope
  - Section in general
  - Section at drain
  - Section at wall and at the balustrade
- 28) Handover documentation shall include:
  - Technical documentations of used material
    - o Drawings
    - o Technical sheets and safety data of used material
    - o Declarations of conformity
    - o Handover protocol
- 29) Handover of the completed work including all required documentation and handover protocol.

**Other mandatory requirements:**

- 1) Contractor shall review and get familiar with this SOW including attachments that are integral parts of the SOW.
- 2) Contractor shall perform a site survey to verify in the field all existing conditions that will be affected by the new installation work including measuring of distances and spaces. **Contractor must verify measurement.**
- 3) Contractor shall use the opportunity of the site survey to develop a Bill of Materials (BOM) for all necessary material required for the complete and functional installation and related work.
- 4) Contractor shall develop an installation schedule and phasing plan for US Embassy review and approval. **The work must be carried out and completed within 2 weeks.**
- 5) Duration as well as execution of the installation and construction must not conflict or impact operation of the US Embassy.
- 6) Contractor shall, in coordination with US Embassy, confirm all conditions and provisions of the Construction Security Plan as it applies to the Contractor's construction personnel and their respective access to the US Embassy site, as well as procurement and storage of all construction and installation material.
- 7) Contractor shall, in coordination with US Embassy, determine construction area limit, including the lay-down site for the construction material as well as container for demolition material.

- 8) Contractor shall observe conditions of work safety in accordance with all Safety Codes that are compulsory in the Czech Republic and assumes all responsibilities in case of their violation.
- 9) Contractor shall submit a Bid Proposal based on this SOW
- 10) The bid proposal shall include:**
  - List of used material
  - Technical data sheets of the used material
  - Short description of the structure of the new floor
  - Time schedule
- 11) All materials used on the installation must be new and used in accordance with recommendation from producers. The materials must have all needed clearances and certificates including warranty from manufacturer.
- 12) Before start of work contractor shall develop and submit for approval detailed work procedure including time schedule of work.
- 13) Contractor shall provide technical and safety data sheets of used materials for inspection and approval.
- 14) Upon approval of the above requirements and issue of Notice to Proceed Contractor shall proceed with the execution of the construction in accordance with the approved project schedule and approved material.
- 15) Contractor shall assign a Project Manager/Supervisor that will permanently be present on site during performance of work.
- 16) Warranty period is minimum 5 years.

### **1.3. Schedule**

Contractor shall develop time schedule of site survey in coordination with the US Embassy project representative.

Contractor shall develop an installation schedule and phasing plan for US Embassy review and approval.

Duration as well as execution of the installation and construction must not conflict or impact operation of the US Embassy.

### **1.4. Required Qualification for Potential Contractors**

Contractor shall possess and present technical capabilities to perform this work. It includes training for using special technologies described by their procedures.

Contractors shall have extensive experience (minimum 7 years) in installation of tile floors including masonry work, tin work and all related works that will be performed within this project.

Contractor shall provide no less than three (3) references that they have already performed similar projects with the same type of material and installation systems.

The references must include:

- type and size of installed floors
- list of used materials
- name of clients and their addresses
- contact to the clients' representatives who can provide information related to the installed floor and provided service